

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	6 - 12
		Version No.	3
		Date Issued	1 March 08
Title	HALLS OF RESIDENCE		
Responsibility	Director, Finance and Administration		

1. PURPOSE

Telford Council has promulgated this procedure relating to the Telford Halls of Residence to ensure that they are operated in a manner which will provide a safe and hospitable environment for students.

2. APPLICATION

This Policy and Procedure applies to Telford students residing within the Halls of Residence, while undertaking a Telford course.

3. DEFINITIONS

For the purposes of this procedure:

Drugs

Taken to have the same meaning as contained within the Misuse of Drugs Act 1989 and subsequent amendments.

Telford Property

Taken to mean the 20 hectare area known as the "Campus" (including the Equine Stables) and all buildings and amenities in this area.

Academic Year

Taken to mean a period of twelve (12) months beginning 1 January.

Term Breaks

Taken to mean the periods between terms when students are not required to attend Telford (also known as holidays).

Halls Of Residence Staff Members

Taken to mean the Manager, Residential Services, Campus Supervisors, Cleaning, Catering, Maintenance staff and Halls of Residence Staff.

Special Circumstances

Taken to mean circumstances of severe financial hardship, medical, or compassionate circumstances;

Students

Taken to mean Telford students residing within the Halls of Residence.

4. STATUTORY OBLIGATIONS

Nil.

5. POLICY

Introduction

- 5.1 The Telford Halls of Residence is viewed not only as a means of accommodating students living away from home, but also as an important component of the educational experience students undertake when they study at Telford.
- There are distinct advantages to be gained by Telford students living in a situation where interests may be shared, where the interchange of ideas and views is stimulated, and where the process of education includes the experience of community life. The Director, Finance and Administration is responsible for the halls, residence.

Application to Live in the Telford Halls of Residence

- 5.2 All students must apply to live in the Telford Halls of Residence using the Telford Halls of Residence Application form. Students who fail to complete this form will not be allowed to live in the Telford Halls of Residence.
- 5.3 Once an application has been received, it will be processed and the student notified in writing that he or she has been granted residence in the Telford Halls of Residence and has been allocated a room.

Tenancy

- 5.4 Students will occupy their allocated room for the term periods of the course of study/qualification they are enrolled in, excluding term breaks.
- 5.5 Students will be allowed access to their allocated room on the day prior to the start of each term between the hours of 10.00am and 5.00pm.
- 5.6 Telford reserves the right to use any or all of the Halls of Residence during term breaks for purposes determined by Telford. Telford will be responsible for maintaining a check of fixtures and fittings before and after any such use.
- 5.7 Students are not permitted to occupy their allocated room during term breaks. Because of this requirement, students must return the keys of their allocated room at the end of each term. Failure to comply with this requirement will subject a student to a fee of \$20.00.
- 5.8 Students must vacate their allocated room by 9.00am on the day following end of term. This requirement may be extended until the next day with the prior consent of the Director, Finance and Administration. Students must apply in writing to the Director, Finance and Administration at least seven days prior to the last day of term.
- 5.9 During term breaks Telford will provide storage for student belongings free of charge.
- 5.10 Students must not exchange their allocated room with another student without first seeking and obtaining the prior written consent of the DFA.
- 5.11 Students are required to treat the Halls of Residence, its fittings, furniture and decorations with care. Failure to do so will result in the student being liable for the cost of the damage or loss.
- 5.12 Students must undertake to keep their allocated room clean and tidy, and may not make alterations to it, whether of a structural or non-structural nature. Failure to comply with this Section will result in disciplinary action being taken against the student(s) concerned.
- 5.13 Students are required to report to Halls of Residence staff members any damage or loss to the Halls of Residence, its fittings, furniture and decorations as soon as they become aware of it.
- 5.14 All students are required to show consideration for their fellow students and to keep noise levels to a minimum especially after 10.30pm.
- 5.15 Students are not allowed to keep any type of animal, bird, or other pet in their allocated room.

- 5.16 Students are not allowed to undertake any business or trade from their allocated room.
- 5.17 Students are not allowed to consume alcohol or drugs within any part of the Telford Campus or Farms.
- 5.18 Smoking is only permitted in those areas of the Halls of Residence so designated for the purpose.
- 5.19 Failure by students to comply with Sections 4.12 – 4.18 of this procedure will result in disciplinary action being taken against them.
- 5.20 Where there is reason to suspect a medical emergency, or the possibility of an infectious medical condition, then this must be reported to the DFA as soon as is practicable.
- 5.21 The Director Finance and Administration may, on the advice of a medical doctor, exclude a student from the Halls of Residence on the grounds of sickness or ill-health until a clearing medical certificate is produced.

Cleaning Services

- 5.22 Halls of Residence rooms will be vacuumed and dusted once a week by cleaning staff. Rooms with en-suites will be cleaned once a week. Communal toilets and showers will be cleaned daily.
- 5.23 Clean linen will be provided once a week.
- 5.24 When students take up tenancy of their allocated rooms, they will be issued with blankets, pillows, duvets and laundry bags. These will be cleaned during each term break.
- 5.25 All rooms, lounges and common areas will be cleaned during term breaks.
- 5.26 Students residing in the Halls of Residence will be provided with a laundry room for their use. Washing and drying machines will be provided at no cost to the students, but students must supply their own washing powder.

Protocol for Room Entry

- 5.27 Halls of Residence staff members have the authority to enter the Halls of Residence rooms allocated to students only in the following circumstances:

Cleaners:

- on a weekly basis to clean rooms and change linen
- to check rooms for laundry baskets removed from the laundry

Maintenance Staff:

- to rectify any faults via Maintenance Report or Facility Check sheet
- to accompany contractors to complete work re Fire Services or other specialist maintenance work eg. plumber or electrician

HoR Supervisor:

- to visit and check on occupants who are unwell or where fears are held for their safety as a result of receiving a report that the student is missing
- to enter, accompanied by a witness, to prevent the following breaches of Telford policies, procedures or regulations:
 - boisterous and disruptive noise; and/or
 - suspicion of consumption of alcohol in the room by a student(s) and/or visitor(s);
and/or
 - suspicion of consumption of drugs in the room by a student(s) and/or visitor(s).

Director Finance and Administration:

- to complete a weekly check that the room is maintained in a tidy condition
- to check rooms after cleaners have cleaned them to ensure the required cleaning

- standard is maintained;
 - to complete a room check;
 - to visit and check on occupants who are unwell or where fears are held for their safety as a result of receiving a report that the student has not arrived at class or is missing;
 - to complete a facility check during term breaks
 - to enter, accompanied by a witness, to prevent the following breaches of Telford policies, procedures or regulations:
 - boisterous and disruptive noise; and/or
 - suspicion of consumption of alcohol in the room by a student(s) and/or visitor(s); and/or
 - suspicion of consumption of drugs in the room by a student(s) and/or visitor(s).
- 5.28 In the event that Halls of Residence staff members, the Chief Executive Officer, or Director Finance and Administration believe on reasonable grounds that a student's welfare or safety is at risk they have authority to enter any room within the Halls of Residence.
- 5.29 No person has authority to search or examine any student's personal property contained in drawers, cupboards or sealed receptacles without the prior permission of the student.
- 5.30 No person has the authority to remove any personal property from a student's room except in the circumstances where alcohol (contained within bottles, cans or any other container) or drugs (as defined by the Misuse of Drugs Act 1985 and subsequent Amendments) are located. A Student Incident Report is then required to be completed by the Telford staff member who removed the personal property.
- 5.31 Where it is believed that a student has concealed alcohol or drugs in their room, they may be in breach of Telford policies, procedures and regulations, then the room will be searched in the presence of the student by a Halls of Residence staff member and the Director Finance and Administration or the CEO.

Student Absence from Halls of Residence

- 5.32 Telford has accepted responsibility for students living in the Halls of Residence however, students living in the Halls of Residence also have an obligation to notify Telford Halls of Residence staff when they will be absent from the Halls of Residence as, at times, the whereabouts or location of a student may be needed to be known in the event of:
- evacuation of Halls of Residence in the event of fire or disaster;
 - inquiries by parents, guardians or friends;
 - inquiries by the Police or other organisations;
 - the student being required to be located for some other reasonable legitimate purpose.
- 5.33 To ensure this information is readily available every student who wishes to be absent from the Halls of Residence, overnight must sign out and on return sign in, in the absence register outside the Supervisors office.
- 5.34 The completed Telford Student Absence Notification form is to be placed in the alphabetical Absence Folio by a Telford Halls of Residence staff member. The Absence Register is to be endorsed with the details so that a quick perusal of the register by Telford Halls of Residence staff members will show which students are absent and for what period.
- 5.35 The HoR Supervisor will complete a daily and nightly review of the Absence Register to ensure all students are accounted for.
- 5.36 In the event a student has not returned by the time indicated on the Telford Student Absence Register and no contact has been made by the student with Halls of Residence staff members, inquiries will be conducted using the contact details provided by the student on the Telford Student Absence Register.
- 5.37 In the event that these inquiries prove negative the Director Finance and Administration is to be advised and will take over the co-ordination of inquiries. Once the Director Finance and Administration has been advised, he/she is required to advise the Chief Executive Officer, and to keep

the Chief Executive Officer informed of developments.

- 5.38 If there is grave concern for the safety and welfare of the student, the parents or guardians are to be advised of the situation as soon as practicable.

Visitors at the Halls of Residence

- 5.40 All visitors to the Halls of Residence are to be hosted by a student. If visitors are not being hosted by a student, they will be asked to leave Telford property.
- 5.41 All visitors to the Halls of Residence will be treated courteously by students and Telford staff members.
- 5.42 Students are fully responsible for their visitors and liable for any infringements of Telford policies, procedures and regulations that their visitors commit.
- 5.43 All students living away from Telford, and visitors are to vacate Telford by 10.30pm.
- 5.44 The gates giving access to Telford will be secured as follows:
- Stone House Gate 6.00pm
 - Grays Road Gate 6.00pm
 - Service Entrance Gate 6.00pm
 - Halls of Residence Gate 11.00pm

Curfew

- 5.45 Students residing in the Halls of Residence must be back within the Halls of Residence by 11.00pm each night Sunday through to Thursday.

Electrical Appliances Use within the Halls of Residence

- 5.46 Use of personal jugs, toasters, fan heaters, frying pans and other cooking apparatus is not permitted.
- 5.47 All permitted electrical appliances brought into the Halls of Residence must be in a safe working condition.
- 5.48 Permitted electrical appliances brought into the Halls of Residence remain the responsibility of the student at all times.
- 5.49 Telford reserves the right to confiscate any permitted electrical appliance that Halls of Residence staff members deem to be in an unsafe condition.
- 5.50 Students must take care to ensure that their permitted electrical appliances are not used improperly and do not over-load the electrical system of the Halls of Residence.
- 5.51 Students must not interfere with the electrical wiring of the Halls of Residence or any electrical equipment provided by Telford for use in the Halls of Residence.

Insurance

- 5.52 Telford accepts no responsibility for loss or damage to a student's personal property that may occur while the student is residing within the Halls of Residence or is a student at Telford.

Withdrawal from the Halls of Residence

- 5.53 Students may only withdraw from the Halls of Residence in the event of special circumstances with the prior approval of the Chief Executive Officer.
- 5.54 All and any such applications to withdraw from the Halls of Residence must be made in writing to the Chief Executive Officer.

- 5.55 Students who withdraw from the Halls of Residence without approval will be charged 50% of the Halls of Residence fee due for the remainder of the year.

Security

- 5.56 Students should not leave their allocated room unlocked during their absence or damage in any way the lock of their room.
- 5.57 Telford will not be held responsible for any loss or damage caused to a student's personal property.
- 5.58 In the event a student loses the key to their allocated room, a fee to cover the cost of replacing the lock will be charged, and will be deducted from the student's Halls of Residence bond, or if this is insufficient to cover the cost, the student will be invoiced.

Safety and Emergencies

- 5.59 Students are required to read carefully and observe the fire regulations and notices displayed within the Halls of Residence. Students are also required to familiarise themselves with the location of fire exits and fire fighting equipment within the Halls of Residence.
- 5.60 Telford will hold, as and when it sees fit, emergency evacuation drills. Student participation in these drills is mandatory. Such drills will be undertaken under the control of the Director, Finance and Administration and the Halls of Residence staff members.
- 5.61 Students are expressly prohibited from interfering with fire fighting equipment except in the case of real emergencies. Failure to adhere to this requirement will result in disciplinary action being taken against the student(s) involved. As well, students may find themselves subject to a criminal prosecution.

Extended Leave of Absence

- 5.62 Students needing to be away from Telford which absence involves not attending tuition will apply using Form F6 – 12B Request for Leave of Absence from Course and Halls of Residence.

6. PROCEDURE

Notification of Student Absence

7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Halls of Residence Application	Campus Supervisor	Campus Supervisors Office	Term of enrolment
Request for Leave of Absence from Course and Halls of Residence	Senior Administration	Student File	Indefinitely

8. ASSOCIATED DOCUMENTS

Reference	Document Title
A6 – 12A	Halls of Residence Application
A6 – 12B	Request for Leave of Absence from Course and Halls of Residence

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
0	Initial Release	M. Bowen	26-11-99
1	Re-Formatted	CEO	April 2004
2	Triennial Review – Major change	QMS Team	April 2007
3	Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Minor editing and reformatting. Clause 2, 3, 5.5 and 5.8 minor editing, clause 5.10 deleted second sentence, clause 5.11 and 5.14 deleted bracketed sentence, 5.27, 5.31, 5.33, 5.62 minor editing and reformatting. Clause 5.44 last bullet point deleted, from version 3. Clause 8 added.	QMS Policy Review Committee	1 March 2008